

**CITY OF ARCADIA**  
**FLEET MAINTENANCE CREW SUPERVISOR**

**DEFINITION**

Under direction, to lead and oversee an equipment maintenance crew; to participate in the more complex and difficult work of staff responsible for performing skilled mechanical repair and preventive maintenance work on automotive and power equipment; and to perform a variety of technical tasks relative to assigned areas of responsibility.

**SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Lead, plan, and review the work of staff responsible for performing skilled mechanical repair and preventive maintenance work on automotive and power equipment.

Supervise the use of and operate a variety of tools and equipment used in automotive and power equipment repair.

Estimate time, materials, and equipment required for jobs assigned; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.

Order fuel in proper time and quantities; monitor all fuel stored and dispensed from 11800 Goldring Road Refueling Site.

Participate in specification writing for the purchase of new vehicles or motorized equipment.

Maintain an inventory of parts, tools, equipment, apparatus, and supplies used in the shop.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

Maintain cleanliness of work area and tools.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform the full range of duties in the assigned area of work.

Perform the full range of mechanical repairs to automotive and power equipment including grinding valves and rocker arms, repairing starters and generators, installing bearings and brushes, repairing distributors, replacing points and condensers, replacing backing plates, repairing electrical wiring, overhauling carburetors, brake cylinders, and differentials, repacking wheel bearings, repairing hydraulic systems, installing clutches, and overhauling transmissions, fire pumps and apparatus, and stationery pumps.

Fabricate special equipment and attachments to equipment involving some acetylene and electrical welding.

Plan and carry out a preventive maintenance program on automotive equipment.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operations, services, and activities of an equipment maintenance program.

Principles of lead supervision and training.

Occupational hazards and standard safety practices necessary in the area of mechanical repair and maintenance.

Practices, methods, equipment, tools, and materials used in the overhaul, repair, and adjustment of automotive and power equipment.

Principles and procedures of preventive maintenance related to automotive and power equipment.

Operating and repair characteristics of a wide variety of automotive, light and heavy equipment used in City government.

**Knowledge of:**

Operating and repair characteristics of hydraulic systems, high pressure air systems, and high pressure water systems.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment and tools used in routine welding and fabrication work.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Plan, organize and review the work of equipment maintenance staff.

Provide lead supervision and training to assigned staff.

Diagnose and troubleshoot motor and mechanical problems.

Read and interpret hydraulic and electrical schematics and fabrication blueprints.

Independently perform the most difficult mechanical repair work.

Interpret, explain, and enforce policies and procedures.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

**Ability to:**

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Four years of experience in automotive and power equipment repair.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in the area of automotive mechanics. Completion of at least 24 continuing education units (CEUs) in heavy and light duty automotive repair is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, a valid Class "A" driver's license.

Possession of, or ability to obtain, an air conditioning recovery certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

**Effective Date:** March 2006